



# How to Open and Maintain a Deposit Account in the Copyright Office

## THE PURPOSE OF DEPOSIT ACCOUNTS

The Copyright Office maintains a system of Deposit Accounts for the convenience of those who frequently use its services. An individual or firm may establish a Deposit Account in the Copyright Office and may make advance deposits into that account. Deposit Account holders can charge copyright fees against the balance in their accounts instead of sending separate remittances with applications and other requests for services.

## A DEPOSIT ACCOUNT IS NOT A CHARGE ACCOUNT

Deposit Accounts do not operate in the same way as commercial charge accounts and cannot be overdrawn or used as a form of advance credit. Funds must be available in a Deposit Account for the payment of copyright fees **before** an application for registration can be accepted or other services performed.

## MINIMUM REQUIREMENTS FOR DEPOSIT ACCOUNTS

- When the account is opened, the initial deposit should amount to at least \$250. Make checks payable to *Register of Copyrights*.
- All subsequent deposits into the account should also be \$250 or more.
- There should be at least 12 transactions a year.
- If fees are to be charged against a Deposit Account, the exact name and number of the account must be given on all applications for registration or requests for services.
- The Deposit Account holder must maintain a sufficient balance to cover all charges against the account. The Copyright Office will send holders monthly statements showing deposits, charges, and balances. However, for the reasons explained below, it is important for holders to keep their own records and to make sure that the Office is not forced to delay action because of insufficient funds in a Deposit Account. (One helpful arrangement: establish a system within your organization for alerting your accounting department in advance whenever unusually large demands will be made on your Deposit Account funds.)



**USE THIS FORM OR A PHOTOCOPY OF THIS FORM TO ESTABLISH A DEPOSIT ACCOUNT.**

TO: Library of Congress, Department 100, Attention: Deposit Accounts, 101 Independence Ave., S.E., Washington, D.C. 20540

Enclosed is my remittance of \$ \_\_\_\_\_ to establish a Deposit Account under the name of

whose address is

Street

City

State

ZIP

( )  
Telephone

( )  
Fax

Email

attention of

Please give the name of the person to whom you wish monthly statements and "no funds" notifications to be sent.

Signature

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## WHY MAINTAINING A SUFFICIENT BALANCE IS IMPORTANT

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### Do not allow your Deposit Account to become depleted.

The copyright registration filing fee and the renewal claim filing fee are nonrefundable filing fees charged by the Copyright Office for processing a copyright application, whether or not registration of copyright is ultimately made.

It is extremely important for a Deposit Account holder to keep the account current. If there are insufficient funds in an account, the Deposit Account holder may have to resubmit a claim to copyright by sending another application and additional deposit copies of the work to be registered because the first deposit copies may already have been transferred to other departments of the Library of Congress.

It is also important to maintain a sufficient balance in a Deposit Account because a copyright registration is effective on the date the Copyright Office receives all the required elements in acceptable form, including the fee. If a Deposit Account has become depleted, the effective date of registration cannot be determined until funds replenishing the account are received.

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## SERVICE CHARGE FOR OVERDRAFT/INSUFFICIENT FUNDS/BOUNCED REPLENISHMENT CHECK

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Deposit Account holders who submit requests for claims and other services for which no funds are available will be charged \$70 "overdraft" fee to cover the cost of extra processing.

This fee is applied for each occurrence, not for each claim filed without funds available. For example, if the Deposit Account holder submitted five registration claims, but the account was exhausted with the first claim, the service charge would be applied once, not five times. Additionally, the Copyright Office will charge a \$35 service charge for handling dishonored replenishment checks.

The Office encourages Deposit Account holders to be diligent in maintaining their accounts, not only to avoid delays in processing and in establishing effective dates of registration, but also to avoid the service charge for insufficient funds.

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## HOW TO OPEN A DEPOSIT ACCOUNT

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To open a Deposit Account in the Copyright Office, complete the form on the preceding page and return it with an initial deposit of \$250 or more to:

Library of Congress  
Department 100  
Attention: Deposit Accounts  
101 Independence Avenue, S.E.  
Washington, D.C. 20540

Please use this address **only** to open or replenish a Deposit Account. Do not use it to send materials for copyright registrations or to make inquiries.

You will receive a reply acknowledging that the account has been established in the name given on your form and telling you the number assigned to the account.

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## COPYRIGHT REGISTRATION PROCEDURES

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To register a claim to copyright, send an application and deposit copies to:

Library of Congress  
Copyright Office  
101 Independence Avenue, S.E.  
Washington, D.C. 20559-6000

This address is different from the address for opening and maintaining a Deposit Account. Use the Deposit Account address **only** for opening or replenishing the Deposit Account.

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## FOR FURTHER INFORMATION

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For information about your established Deposit Account, fax your questions to (202) 707-1899 or call (202) 707-6896 and leave a message.

**Information via the Internet:** Frequently requested circulars, announcements, regulations, other related materials, and all copyright application forms are available via the Internet. You may access these from the Copyright Office homepage at [www.loc.gov/copyright](http://www.loc.gov/copyright)

**Information by fax:** Circulars and other information (but not application forms) are available by using a touchtone phone to access Fax-on-Demand at (202)707-2600.

**Information by telephone:** For general information about copyright, call the Copyright Public Information Office at (202)707-3000. The TTY number is (202)707-6737. Information specialists are on duty from 8:30 a.m. to 5:00 p.m., eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. Or, if you know which application forms and circulars you want, request them from the Forms and Publications Hotline at (202)707-9100 24 hours a day. Leave a recorded message.

**Information by regular mail:** Write to:

Library of Congress  
Copyright Office  
Publications Section, LM-455  
101 Independence Avenue, S.E.  
Washington, D.C. 20559-6000

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[www.loc.gov/copyright](http://www.loc.gov/copyright)